

City, Month day, 20xx

Mr./Mrs. First name Last name

Human Resources Department

Champlain College Lennoxville

2580 College Street

Sherbrooke, Quebec J1M 2K3

Dear Mr./Mrs. Last name:

**Subject:** **Leave with Deferred or Anticipated Pay — article 5-13.00**

I hereby wish to request leave with deferred or anticipated pay for 6/12 months, in compliance with Article 5-13.00 of the teachers’ collective agreement. I plan to take such leave during the fall/winter 20xx semester.

The duration of the plan will be 2 / 3 / 4 / 5 years. During each one of these years, I will be receiving (percentage)% of my salary, beginning in the fall/winter 20xx semester.

Sincerely,

First name Last name

Title

Department

Carbon copy: SECCL Union